

BUILDINGS AND GROUNDS OFFICE

ROLE OF BUILDING PROJECT OFFICERS

1. Generally. Each BGO Building Project Officer is qualified by having a relevant Trade Certificate and a Building Supervisors' Advanced Certificate or the equivalent.

In the supervision of building work and the administration of building contracts, Building Project Officers act in one of two capacities:

- (i) For minor works, of relatively low monetary value, as contract supervisors representing the University
 - (ii) For major refurbishment or capital work buildings, as a University representative performing some of the functions of a Clerk of Works reporting to the Buildings and Grounds Office and to the Architect (the Superintendent.)
2. Minor Works. The Building Project Officer, authorised by the Buildings and Grounds Office, will arrange documentation, select an appropriate list of tenderers, call tenders to be returned in an appropriate time, assess and recommend a successful tenderer, and with Buildings and Grounds Office approval, raise the necessary Order and issue advice of acceptance, all in accordance with the rules set out in the Financial Management Handbook.

The Project Officer will, within the authority and with the assistance provided by the Buildings and Grounds Office, supervise the work, issue instructions, including variations, manage the finances of the job and arrange payment in accordance with the contract.

3. Major Refurbishment or Capital Work. A Building Project Officer's role in the administration of a major contract where external consultants prepare documents and act as Superintendent under a contract, will be to fulfil some of the duties of a Clerk of Works.

The Building Project Officer's duties may vary from project to project but will usually comprise:

- (i) Becoming familiar with and make relevant comments on the documentation, preferably at sketch plan stage, but at least with the tender documents provided to the Buildings and Grounds Office for approval and with all for construction drawings and amendments and Architects' instructions.

- (ii) Assisting the builder in locating and identifying the existing in ground services shown on the tender drawings and acting as liaison between the Builder and the Superintendent and the Buildings and Grounds Office in ensuring that no damage or disruption occurs.
- (iii) Attending site meetings as an active participant.
- (iv) Keeping daily records of weather, delays, site equipment and resources, pier depths etc., labour and other disputes, accidents, damage and other information needed for the assessment of progress and claims for variations in scope of work or time.
- (v) Marking up plans and taking photographs to show as built locations of services, construction in progress, etc. for the Buildings and Grounds Office records.
- (vi) Identifying document discrepancies and defective work and reporting to the Buildings and Grounds Office and Superintendent.
- (vii) As liaison between the builder and the University coordinating any interruption to University services, and ensuring that noise air contamination, and disruption of University activity is kept to a minimum and that work does not interfere with examinations.
- (viii) Inspect the work daily, and as directed by the BGO
- (ix) Assist in the preparation of defects lists and verify defects rectification.
- (x) Organise University contracts for signage, keys, etc and integrate such work with the building contract.

In general being the eyes and ears of the Buildings and Grounds Office on site.

The Superintendent's representative will provide to the Building Project Officer copies of all instructions for construction and amended specifications drawings and other information needed to enable him to carry out his work.

The Building Project Officer will not (except in unusual circumstances envisaged by the Contract)

- Give instructions to the builder
- Take instructions from the consultants except where authorised to do so by the Buildings and Grounds Office.
- Authorise expenditure under the Contract.

Building Project Officers are not devoted full time to one job. Even when a site shed has been provided on site for the Building Project Officer's use, their involvement will be part time, eg. 3 hours per day.

The Consultants and the Superintendent should not use the Building Project Officer's time without agreement from the Buildings and Grounds Office.